



January 29, 2021

## **Mountain View Small Business Grants: Frequently Asked Questions**

**Last Updated: February 2, 2021**

1. When is the City accepting applications?  
Applications will be accepted starting February 1, 2021 at 12:00 p.m. until February 14, 2021 at 11:59 p.m.
2. What types of businesses are eligible for the grant?
  - Eligible businesses include restaurants, personal care services (hair salons and barbershops; nail salons; body art, tattoo, and body piercing studios; esthetician and skin care services; electrolysis, waxing, threading, and makeup services; massage and spa services), fitness and exercise studios, childcare provided in storefront location, and retail.
  - One retail or restaurant franchise store individually owned and operated in the City is eligible. Other chains stores are not eligible.
  - Applicants who own more than one business in the City are only eligible for a grant for one business located in the City.
  - Religious institutions or non-profits are not eligible, nor are businesses, organizations, or individuals whose primary products or purpose are firearms, tobacco, liquor, adult content, or promotes practices or work that violate Federal, State, or local law and/ or any of the like.
3. How many grants are available?
  - Fifty (50) grants are available.
4. What is the amount of each grant?
  - Each grant is \$5,000
5. Are there larger grant amounts?
  - All grants are \$5,000
6. Can I email or mail my application to the City?
  - Applications sent by email or mail will not be accepted.
7. Am I eligible to apply for a grant if I already received a loan from the City's Small Business Resiliency Loan Program or any other grant or loan?
  - Yes, previous recipients of these loans or other loans and grants are eligible.
8. How can the grant funds be used?
  - Personal protection equipment and supplies
  - Modifications to business operations to meet health order requirements (counter shields, electronic menus, and payment system, etc.) made after grant approved.
  - Rent (past due rent is allowed), utilities (except for water), and payroll.



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- **NOTE:** payment of mortgage and taxes are not eligible expenses and cannot be used to for expenses already covered by another grant or loan program.
9. Will I need to provide documentation of how the grant funds are used?
- Grant recipients will need to submit evidence grant funds (copies of receipts and paid invoices for eligible expenses) were spent in the manner and for the purposes stated in the application within forty-five (45) days of payment date.
  - Evidence must be to the satisfaction of the City. Past due rent is the only approved expense incurred before grant payment date.
10. What documents are needed for the application?
- Copy of current business license. **Note:** Applicant must already have business license.
  - Signed W-9 form with Tax Identification Number or Social Security Number.
11. If there are only 50 grants available, how will recipients be selected?
- Applicants that meet eligibility requirements will be entered into a lottery to select fifty grant recipients. Each eligible applicant will be assigned a random number to be entered into the lottery.
12. Is the grant subject to federal and state tax?
- Recipients are advised to consult with a tax advisor regarding any potential tax consequences of the grant.
13. Is the grant subject to a City audit?
- The City reserves the right to audit the applicant's financial records for compliance with terms and conditions in the application. Applicant agrees to assist City with such audit including providing supportive documentation.
14. Do I need to pay back the grant?
- As long as you comply with the terms and conditions of the grant agreement, it does not need to be repaid.
15. Where can I direct questions about the grant application process?
- Email [smallbiz@mountainview.gov](mailto:smallbiz@mountainview.gov)
16. How will I be notified that I am eligible for the lottery?
- You will receive an email from the City confirming your eligibility for the lottery.
17. How will I be notified that I have been selected to receive a grant?
- You will be notified by email from the City that you have been selected for a grant along with instructions for receiving the grant payment. Payments will be by check made out to the business.